

5013 - CRIME SCENE SUPERVISOR

NATURE OF WORK

This is advanced technical and supervisory work in the classification, matching and filing of fingerprint identification materials and the identification and documentation of physical evidence at crime and accident scenes in support of investigative police officers in the Criminal Investigations Division of the City's Police Department.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Reviews previous day's responses to crime scenes checking locations, types of evidence collected and other relevant aspects of the investigation.

Reviews written reports daily checking for content, accuracy and evidence of information.

Reviews all outgoing darkroom production and all incoming darkroom requests daily checking for quality and accuracy of production.

Performs variety of administrative duties including coordinating unit activities, attending administrative meetings, schedule work, monitoring budget expenditures, training, hiring, ordering supplies, evaluating subordinates.

Supervises the maintenance of Crime Scene Unit records; prepares reports of activities.

Visits scenes of crimes and accidents when necessary in order to assist investigating police officers in compiling evidence, by fingerprinting, photography, plaster casting and/or by other methods of police investigation.

May develop, lift and photograph latent fingerprints, prepare exhibits of findings for evidence, and give expert testimony thereon.

May furnish technical assistance to police and identification personnel in the classification and identification of fingerprints and other identification procedures.

May develop and maintain latent fingerprint files and establish/maintain files on single and partial fingerprints found at crime scenes for possible future identification.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of modern principles and methods used in the technology of fingerprint identification.

Thorough knowledge of standard fingerprint classification methods, practices, records and equipment.

Thorough knowledge of the techniques used in lifting, photographing, and preserving latent fingerprints.

Thorough knowledge of the methods and procedures of investigation and search for physical evidence and of the rules of evidence as related to fingerprints and other criminal identification

data.

Considerable knowledge of the principles and procedures used in taking, developing and printing

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photographs and skill in their application.

Considerable knowledge of modern office practices and procedures and skill in their application.

Considerable knowledge of the principles of supervision.

Ability to plan, direct, train and supervise a staff of subordinate employees in a manner conducive to full performance and high morale.

Ability to exercise sound judgment in analyzing problems/situations and arriving at conclusions/solutions.

Ability to express ideas and information clearly and concisely, verbally and in writing; ability to maintain records and prepare comprehensive reports.

Ability to establish and maintain effective working relationships with other employees, department and City officials, other agencies, and the general public, sometimes under complex and stressful situations.

MINIMUM REQUIREMENTS

Associate of Arts degree in police science, criminal justice, or related field. Experience can substitute for education on a year-for-year basis.

Four (4) years full-time paid experience performing the duties of an Identification Technician.

Completion of an approved course in police identification techniques (i.e. FBI 80 hours basic and advanced finger printing or Institute of Applied Science Crime Scene Investigations).

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, carrying, handling, reaching, pushing, pulling; some climbing, bending, kneeling, crawling, sitting, and standing.

SUPERVISION RECEIVED

General and specific assignments are received and work is performed with considerable latitude for the use of independent judgment in the selection of work methods and procedures and is subject to qualitative and quantitative review as well as for compliance with departmental and divisional policies and objectives.

SUPERVISION EXERCISED

Directs, supervises and is held accountable for the activities of subordinate staff; periodically evaluates employee performance.

Rev. 12/95 (minimum req.)